



Port of Skagit

Regular Meeting of the Port Commission

Tuesday, March 10, 2020 – 2:00 PM

Port Hearing Room, 15400 Airport Drive, Burlington, WA 98233

MINUTES

PRESENT: Commission – Steve Omdal, Kevin Ware – Bill Shuler absent

Staff - Sara Young, Scott Peterson, Greg Thrasher, Brad Furlong, Cole Vanderschagen, Darla Pyke, Joelene Green, Dorothy Walker, Linda Tyler, Brady Rowe, Andrew Entrikin, Jeff Hammer, Heather Rogerson, Sarah Hastings, Jodee Peace and Debbie Hamilton

Others - See sign in sheet

CALL TO ORDER

Steve Omdal called to order the March 10, 2020 regular meeting of the port commission.

CHANGES/ADDITIONS TO THE AGENDA

New Business

ADMIN: SkagitNet Infrastructure Use Agreement (2020) – Approve Infrastructure Use Agreement

Staff Report

AIRPORT: Signage

CONSENT AGENDA

Public Communications

February 11, 2020 Regular Meeting Minutes & Strategic Planning Minutes

Fiscal Report – February 2020

ADMIN: Promise, Mission, Vision Statements (2020) – Confirm Updated Statements

ADMIN: Surplus Personal Property (2020) – Adopt Resolution 20-10

AIRPORT: Runway 04-22 Crosswind Drive; Lots 6, 7, 9, 15, 21, 22 Development (2019) – Adopt Resolution 20-11

MARINA: Monthly Occupancy Report; Month Ending February 29, 2020

SWIFT: City of Sedro-Woolley Olmsted Park – Letter of Support

The following voucher/warrants/electronic payments are approved for payment:

Payroll Warrants

Warrant #048851 and #085347 in the amount of \$3,175.23 for a pay date of February 6, 2020.

Warrant #048852 and #085458 through # 085459 in the amount of \$5,1574.57 for a pay date of February 21, 2020.

Payroll direct deposit D2062001 through D2062039 in the amount of \$78,536.51 dated February 6, 2020.

Payroll direct deposit D2212001 through D2212038 in the amount of \$77,470.99 dated February 21, 2020.

General Fund Accounts Payable Warrants

Warrant #085348 through #085401 in the amount of \$227,57.75 for a pay date of February 7, 2020.
Warrant #085402 through #085457 in the amount of \$120,542.65 for a pay date of February 14, 2020.

Warrant #085460 through #085528 in the amount of \$591,900.91 for a pay date of February 22, 2020.

Warrant #085529 in the amount of \$4,076.25 for a pay date of February 24, 2020.

Warrant #085530 through #085592 in the amount of \$247,938.47 for a pay date of February 28, 2020.

Wire Transfer Payments

None.

Grand total of approved warrants issued through February 29, 2020 is in the amount of \$1,356,173.33.

COMMISSION ACTION: The commission unanimously approved the Consent Agenda.

OPEN FORUM – In the interest of time, public testimony will be limited to 3 minutes. The chair has discretion to limit time & number of persons speaking.

No comments during open forum.

NEW BUSINESS

TENANT: BBP; Vikima USA, Inc. 14988 Steele Road (2020) – Approve Lease and Warehouse Project

Scott Peterson reported that Vikima currently has a 30-year lease for 11488 Higgins Airport Way and a 2-year lease for 11773 Water Tank Road (Lot 56) and is seeking approval of a new 50-year land lease at 14988 Steele Road (Lot 56) and approval of architectural plans for construction of a warehouse on this lot. The building is pre-engineered steel and designed to port construction standards. It will provide an enclosed area for storage of their product.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved the commission approve: (1) a 50-year land lease between the Port and Vikima USA, Inc. for 14988 Steele Road and (2) approve architectural plans for a warehouse to be constructed at 14988 Steele Road (Lot 56). Commissioner Steve Omdal seconded. Motion carried unanimously.

TENANT: SWIFT; U.S. Department of Labor (2020) – Review and Consider

Heather Rogerson reported that the Port of Skagit took ownership of the former Northern State Hospital property, now known as the SWIFT Center, in 2018. In 2019, the Port opened portions of the property for public access pursuant to the commission-approved public access plan with the goal of creating a college-like campus.

The U.S. Department of Labor (U.S. DOL) leases a portion of the SWIFT Center for a job corps program. U.S. DOL contracts with Adams and Associates to operate the Cascades Job Corps College and Career Academy at SWIFT Center. Adams and Associates staff are requesting commission approval of new signage proposed to be installed at the perimeter of the U.S. DOL leased premises. Adams and Associates staff have documented incidents of after-hours trespassers on the leased premises. The intent of the proposed signage is to clearly identify the DOL leased premises for the purpose of safety and security.

Commission review of proposed new signage and discussion.

No commission action. Staff is to come back during the April commission meeting with updated plans.

ADMIN: SkagitNet Infrastructure Use Agreement (2020) – Approve Infrastructure Use Agreement

Sara Young reported that the Port of Skagit and Skagit Public Utility District No. 1 wish to contribute fiber optic infrastructure to SkagitNet, including all fiber optic cable, vault, splice cases and other appurtenances for fiber system. Staff recommends the commission approve (1) Infrastructure Use Agreement between SkagitNet LLC, Port of Skagit County, and Public Utility District No. 1 of Skagit County; and (2) authorize staff to take any and all necessary actions to carry out the intent of the action.

Discussion.

COMMISSION ACTION: Commissioner Kevin Ware moved to approve an Infrastructure Use Agreement between SkagitNet LLC, the Port of Skagit County, and Public Utility District No. 1 of Skagit County; and (2) authorize staff to take any and all necessary actions to carry out the intent of this action. Commissioner Steve Omdal seconded. Motion carried unanimously.

STAFF REPORTS

AIRPORT: NW Aviation Conference and Trade Show 2020 – Event Report (Oral)

Sara Young reported that she and Keith Love participated in the conference. There were many questions regarding an airport restaurant.

ASSOC: PNWA Mission to Washington D.C. – Mission Report (Oral)

Sara Young reported that she and Linda Tyler attended the mission. There were discussions regarding the Goat Island Jetty, Columbia Snake River project and the corona virus.

BBP: Event Center Discussion (2020) – Discussion (Oral)

Sara Young reported that there are conversations occurring in the valley as to a new site for the Skagit County Fairgrounds. There are possible new collaborative partnerships in the future to work on this project. Currently, there is a search for sites in Skagit Valley, including Port of Skagit properties.

MARINA: Seattle RV Show 2020 – Event Report

Darla Pyke reported that the marina team attended the Seattle RV Show for the first time. She believes it was a positive experience and it was good to have the La Conner Marina and RV Park represented at the show. Attendance was greater for the RV show than the Seattle Boat Show. They received many reservations for the Tulip Festival.

TENANT: Heritage Flight Museum Signage (2020) – Discuss and Review

Sara Young reported that staff has been working with the Heritage Flight Museum to place signage at Higgins Airport Way and Crosswinds Drive for place finding. Staff provided an image for the commission review. Meyer Signs has done a conceptual image/design and a budget of \$50,000 was previously approved. Staff is looking for input from the commission about moving forward with the project.

Discussion.

GOOD OF THE ORDER – no staff or public comment for the Good of the Order.

EXECUTIVE SESSION – the commission entered executive session at 3:01 p.m. to discuss potential litigation. Executive session should last approximately 30 minutes and there is no planned action.

REGULAR SESSION - the commission resumed the regular session at 3:29 p.m.

ADJOURNMENT – Commissioner Steve Omdal adjourned the meeting at 3:30 p.m.

ADOPTED IN OPEN SESSION this 14th day of April 2020 and duly authenticated by the signatures affixed hereto.

PORT OF SKAGIT COUNTY

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Steve Omdal
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Commissioner

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